

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR SOLID WASTE FACILITY PERMIT/WASTE DISCHARGE REQUIREMENTS

(NEW Permit Application Form CIWMB E-1-77, Revised 8/2004, Effective 1/1/2005)

This application form is for a Solid Waste Facility Permit (SWFP) and/or Waste Discharge Requirements (WDRs) to receive, store, process, transform, or dispose of solid waste regulated by the California Integrated Waste Management Board (CIWMB)/Local Enforcement Agency (LEA) and the California Regional Water Quality Control Boards (RWQCB). The application is to be used for both new and revised permits, and expansions. All applications must be filled out completely. Check with local or county enforcement agency for specific permit requirements and/or exemptions. This form and the filing fee should be sent to the appropriate agency(ies) indicated below:

FORM TYPE / USE	APPROPRIATE AGENCY	
Application for a Solid Waste Facility Permit	CIWMB/LEA	
Report of Waste Discharge / WDRs		RWQCB

If you have any questions on the completion of this form, please contact the appropriate agency(ies) for assistance. You can download this form from the CIWMB website at <http://www.ciwmb.ca.gov/LEACentral>.

For direct discharge (point source discharge) to surface waters, a different application form is required in place of this form. Please contact the appropriate Regional Water Quality Control Board for a National Pollutant Discharge Elimination System (NPDES) application form to apply for a permit for this type of discharge.

The Application for Solid Waste Facility Permit/Waste Discharge Requirements provides initial notice of a waste discharge. In most instances, additional information will be required, and should be submitted on 8 ½ "X 11" paper. Submit two copies of the completed form and of any required report(s), and filing fee to the Enforcement Agency (EA). Submit one copy of the form and any required report and filing fee to the RWQCB. The agency(ies) will advise you of any additional information that may be required to complete this application and waste disposal report.

You will be notified of the effective date of the application by each agency.

AMOUNT OF FILING FEES

- EA - The enforcement agencies shall determine the exact fee.
- RWQCB - Use flow or units reported in Part 4 (application form) and the appropriate class schedule A, B, B1, B3, or C (attached filing fee schedule).

FOR OFFICIAL USE ONLY (CIWMB/LEA/RWQCB staff)

SWIS Number: The Solid Waste Information System (SWIS) number assigned to the facility by CIWMB staff.

Filing Fee: The amount of filing fee submitted by the applicant.

Receipt Number: The number assigned to the application by CIWMB/LEA/RWQCB staff.

Date Received: The date the application package is received from the applicant (Title 27, section 21650(a)).

Date Accepted: The date the EA accepts application package for filing (Title 27, section 21650(a)).

Date Rejected: The date the EA determines that the application package is rejected (Title 27, section 21650(d)).

Date Acceptance of Incomplete Application: The date the EA accepts an application package as incomplete (Title 27, section 21580)

Due Date: 180 days from the date the application was accepted as incomplete (Title 27, section 21580).

Part 1. GENERAL INFORMATION

A. Enforcement Agency: Enter the name of the EA.

B. County: Enter the name of the county in which the facility is located.

C. Type of Application: Check the box (one box only) that describes the reason the application is being submitted.

1. **New SWFP and/or WDRs:** A facility that does not have a current full SWFP or WDRs.
2. **Revision of SWFP and/or WDRs:** Applicant is proposing to make a change to the design or operation of the facility.
3. **Exemption and/or Waiver:** The facility is exempted from a full SWFP pursuant to Title 27, section 21565 and/or WDRs have been waived.
4. **Review:** To comply with the five-year permit review requirement (Title 27, section 21640).
5. **Amendment of Application:** If after the application package has been submitted and before issuance or denial of the permit or alteration thereof, the applicant changes any of the information required in the application package.
6. **RFI/ROWD/JTD Amendments:** For existing permitted facilities, when an owner/operator proposes to make minor changes in design or operation supported by an existing or new CEQA documentation. The application package is submitted to the EA and/or RWQCB to determine if the proposed change(s) can be allowed without an application for a revision.

Part 2. FACILITY DESCRIPTION

A. Name of Facility: The name as it is to be listed on the SWFP and/or WDRs.

B. Location of Facility:

1. The physical address of the facility or a description of the location. Include directions to the location of the facility and the name of the nearest city or named place, i.e. mountain, lake, cross roads, etc. Provide the zip code for the actual facility location, not the mailing address.
2. Latitude and longitude is to be submitted in Degrees, Minutes, and Seconds, or Decimal Degrees. Use of a GPS instrument is recommended. It indicates the center of the waste foot print, existing or proposed, for disposal sites, and the office or gate for all other facilities (i.e. transfer, composting, etc.)
3. Map or sketch should be to a scale adequate to show the precise location of the permitted boundary. Use of a portion of a U.S.G.S. Quadrangle map is recommended. Map must show proximity of disposal location to populated areas and must indicate all wells and drainage courses within 1,000 feet of any disposal point. The map must include approaches and/or access roads, streets, and/or highways. The legal description shall include the applicable portions of the section(s) of the township, range, base, and meridian. The facility shall have permanent monuments or other physical features that adequately delineate the permitted boundary in the field.

C. Type Of Activity: Check all that apply or will apply for the type of facility covered under this application package.

1. **Disposal:** A facility that includes a place, location, tract of land, area, or premises in use, intended to be used, or which has been used, for landfill disposal of solid waste; and
 - a. **Type:** The type of facility, such as, mono-fill, C&D/inert, municipal solid waste.
2. **Composting:** a facility that is operated for the purpose of producing compost; and
 - a. **Type:** The type of composting facility, e.g. green waste, food waste, biosolids, or MSW.
3. **Transformation:** A facility that incinerates, pyrolysis, distillation, or biological conversion other than composting. Transformation does not include composting, gasification, or biomass conversion.
4. **Transfer/Processing Facility:** A facility that receives, handles, separates, converts or otherwise processes materials in solid waste; and/or transfer solid waste directly from one container to another or from one vehicle to another for transport; and/or store solid waste. For Informational Purposes Only: Check the box if recyclable materials are recovered prior to transfer/processing.
5. **Other:** An activity not listed above.

D. Conformance Finding Information (CIWMP):

- 1) If the location of the facility is identified in either a Countywide Siting Element or a Nondisposal Facility Element, check the appropriate box, fill in the date of the document and the page on which the facility is identified. If you do not currently have this information, you may obtain it from the jurisdiction in which the facility is located.
- 2) If the facility is a Transfer Station that will divert less than 5% of the material that it receives, it is not required to be identified in either a Countywide Siting Element or a Nondisposal Facility Element and you should check the appropriate box.

E. Type Of Permitted Wastes To Be Received: Check all that apply for the type of material covered under this application package:

1. **Agricultural:** Wastes resulting from the production and processing of farm or agricultural products, including

manures, prunings, and crop residues.

2. **Asbestos:** A naturally occurring family of carcinogenic fibrous mineral substance. The State Department of Health Services has classified friable wastes which contain more than one percent asbestos by weight as hazardous wastes. Friable means that the material can be crumbled with pressure and, therefore, is likely to emit fibers. Indicate whether the asbestos is friable or non-friable.
3. **Ash:** The residue from the incineration of solid wastes, including municipal waste, infectious waste, woodwaste, sludge, and agricultural waste.
4. **Auto Shredder:** The "fluff" consisting of upholstery, paint, plastics, and other non-metallic substances that remains after the shredding of automobiles, discarded household major appliances, and sheet metal. The State Department of Health Services has classified untreated shredder wastes as hazardous.
5. **Compostable Material:** Any organic material that when accumulated will become active compost.
6. **Construction/Demolition Waste:** Waste that result from construction, remodeling, repair, demolition or deconstruction of buildings, and other structures.
7. **Contaminated Soil:** Waste which contains designated or nonhazardous concentrations and has been determined to be a waste that requires regulation by the RWQCB or Local Oversight Agency.
8. **Dead Animals:** Animal carcasses requiring disposal that have **not** been previously used for medical purposes or with known infectious diseases.
9. **Industrial:** Solid or semi-solid wastes resulting from industrial processes and manufacturing operations, e.g. cement kiln dust, ore process residues, grit or screenings removed from a waste water treatment facility, etc.
10. **Inert:** Solid waste and recyclable materials that are source separated or separated for reuse, do not contain hazardous waste or soluble pollutants at concentrations in excess of applicable water quality objectives and do not contain significant quantities of decomposable waste. Inert debris may not contain more than 1% putrescible wastes by volume calculated on a monthly basis and the putrescible wastes do not constitute a nuisance, as determined by the EA.
11. **Liquids:** Wastes which are not spadeable, usually containing less than 50% solids. These wastes include cannery and food processing wastes, landfill leachate and gas condensate, boiler blowdown water, grease trap pumpings, oil and geothermal field wastes, septic tank pumpings, rendering plant byproducts, some sewage sludge, etc.
12. **Mixed/ Municipal:** Residential and commercial refuse, garbage and/or rubbish. Residential waste is commonly thought of as household garbage, commercial wastes contain less putrescible waste and more paper and cardboard.
13. **Sewage Sludge:** Human (not industrial) residue, excluding grit or screenings, removed from a wastewater treatment facility or septic tank, whether in a dry or semidry form.
14. **Tires:** Discarded tire casings.
15. **Other:** Any allowable wastes not included in the above.

Part 3. FACILITY INFORMATION

- A. Proposed Change:** Check the box that identifies the type of change proposed. Briefly describe the proposed change in the space provided.
1. **Design Change:** A design change would include but is not limited to: change in footprint, acreage, additional capacity, site improvements, etc.
 2. **Operation:** A change in operation would include but is not limited to: change in hours or days of operation, the addition of an activity, tonnage changes, etc.
 3. **Owner, Operator, Address, and/or Facility Name Change:** Complete if there is a change in the owner, operator, address, or facility name.
 4. **Other:** This type of change includes, but is not limited to: change in emergency contact list, etc. For an application for permit review, if there are no changes, so indicate.
- B. Facility Information**
1. **Information Applicable To All Facilities:** This portion of Part 3 must be filled out by every applicant regardless of the type of facility.
 - a. **Peak Daily Tonnage or Cubic Yards:** The peak (maximum) total amount of waste and material the facility is permitted to receive through the gate to store, process, transfer, or dispose per day. This amount shall be expressed in tons, if tonnage is not available or not applicable provide this in cubic yards with a conversion factor. This will be referred to as the "permitted maximum tonnage" and is considered the facility maximum tonnage limit. Must be consistent with the Report of Facility

Information (RFI) and any California Environmental Quality Act (CEQA) existing compliance documentation and/or within the scope of the analysis in a CEQA review, if any, that was being conducted at the time the application was submitted. Volume figures should be converted to tons and the conversion factor should be documented in the accompanying RFI.

1. **Disposal/Transfer:** The amount of material that comes through the gate and is disposed of on-site or transferred off site as waste; and
2. **Other:** That amount of material that is recycled or used for beneficial use such as ADC or other on-site projects. Note: 1 and 2 should equal the peak daily tonnage or cubic yards.
- b. **Daily Design Tonnage (TPD):** For landfills, the maximum daily tonnage of waste and material that the facility is designed to receive based on appropriate factors including, but not limited to, size of working face, vehicle traffic considerations, hours of operation, etc. For other facilities, it is the maximum amount of waste and material the facility is designed to handle at any one-time based on appropriate factors including, but not limited to, vehicle traffic consideration, hours of operations, length of material storage, equipment movement, etc. Design tonnage may be equal to or greater than the peak daily tonnage.
- c. **Facility Size:** The area that encompasses the entire area on which solid waste facility activities occur and are permitted. The area of the facility in acres to be used for receiving, storing, processing, disposing of wastes, and equipment management area, or any area that is required to maintain compliance with the design and operating parameters of the facility. The facility size is the same as "operating area" for composting facilities, "permitted acreage" or "permitted boundaries" for transfer/processing facilities and landfills.
- d. **Peak Traffic Volume Per Day (vpd):** The estimated maximum number of vehicles that will enter the facility on a daily basis. This number should include not only waste vehicles, but all vehicles, laden or empty, entering the facility gate, including personnel vehicles and vehicles transporting cover material. This number must be consistent with the RFI and any CEQA existing compliance documentation and/or within the scope of the analysis in a CEQA review, if any, that was being conducted at the time the application was submitted.
- e. **Days and Hours of Operation:** The days and hours that the facility is in operation and the hours of waste receipt if different from the hours of operation. This information must be consistent with the RFI and any CEQA existing compliance documentation and/or within the scope of the analysis in a CEQA review, if any, that was being conducted at the time the application was submitted. Any activities that are limited to prescribed days and/or hours should be fully described in the RFI.
2. **Additional Information Required For Composting Facilities Only:** This portion of Part 3, section B2, in addition to Part 3, section B1, must be filled out by the applicant if composting is part of this application.
 - a. **Site Storage Capacity:** The total capacity of all feedstock and compost (active, curing, and cured) that can be stored on-site at any one time.
3. **Additional Information Required For Landfills Only:** This portion of Part 3, section B3, in addition to Part 3, section B1, must be filled out by the applicant if a landfill is part of this application. All sections of the application must be filled out completely.
 - a. **Average Daily Tonnage (TPD):** The estimated average waste tonnage expected to be received for each operating day on a yearly basis (calendar year) for the next five years. Do not use non-operating days in estimated/calculating the average daily tonnage. This average daily tonnage can be equal to but may not exceed the peak daily tonnage. Report as tons per day (TPD).
 - b. **Site Capacity Currently Permitted (Airspace) (cu yds):** The volume contained between the excavation plan surface and the final fill plan surface (i.e., from the bottom of the excavation to the top of the final cover) taking into consideration design slopes, benches, and other design features, as authorized by the current SWFP. Site Capacity means the same as Total Site Capacity or Gross Site Capacity.
 - c. **Site Capacity Proposed (Airspace) (cu yds):** Additional site capacity (airspace) requested or potentially resulting from this permit application.
 - d. **Site Capacity Used To Date (Airspace) (cu yds):** The volume of permitted site capacity used to date. See Date of Capacity Information below.
 - e. **Site Capacity Remaining (Airspace) (cu yds):** The total volume of permitted site capacity remaining, not including any proposed site capacity. If the remaining capacity information provided is based on estimates of capacity used since the last physical site survey, please explain the methodology used in preparing the estimates, e.g., weight-to-volume conversion, in-truck volume, etc. See Date of Capacity information below.

- f. **Date Of Capacity Information (date):** The date as of which the remaining and used site capacities in Part 3 were determined. This date may predate the application date by no more than three months. Amendments of the application including more current capacities may be required.
- g. **Last Physical Site Survey (date):** Date when the last aerial or ground survey was conducted upon which the capacity information presented in Part 3 is based in whole or in part. (see Part 6, Section B for more details).
- h. **Estimated Closure Date (month and year):** The closure date estimated based on remaining waste capacity, average disposal volume, waste-to-cover ratio, days of operation, and other appropriate factors. Please note if the closure date is controlled by factors other than waste capacity (e.g., conditional use permit date, etc.)
- i. **Disposal Footprint (acres):** The permitted area where waste will be or has been placed. This will be referred to as "permitted disposal area".
- j. **Site Capacity Planned (cu yds):** The estimated additional site capacity (in cubic yards) based upon any planned expansions not currently proposed, whether within or outside the current permitted boundary.
- k. One of the following:
 1. (i) **In-place Waste Density (lbs of waste per cubic yard of waste).** The in-place waste density is the estimated or measured density of in-place waste material achieved by mechanical or other means in the development of the current lift of the current operating waste cell, and
 - (ii) **Waste-to-Cover Ratio (estimated) (volume:volume).** The waste-to-cover ratio estimate is a unit-less expression of the proportion of the volumes of waste and cover that comprise a volume of compacted fill material, e.g. 4:1. The cover portion of the waste-to-cover ratio estimate should include only soil or approved daily or intermediate alternative cover that is not considered a waste material, i.e., payment of fees to the CIWMB is not required. The waste portion of the waste-to-cover ratio estimate should include only waste material for which payment of fees to the CIWMB is reported, or
 2. **Airspace Utilization Factor (tons of waste per cubic yard of landfill airspace).** The airspace utilization factor (AUF) is the effective density of waste material in the landfill. The AUF is recorded as the total weight of waste material passing over the landfill scales that is placed in a known volume of landfill airspace in a given period of time. The waste portion of the AUF should include only waste material for which payment of fees to the CIWMB is reported.

Part 4. SOURCE OF WATER SUPPLY (This is water used for any purpose at the facility)

- A. **Municipal or Utility Service:** Give name and address of the water purveyor.
- B. **Individual Wells:** Identify those wells that are not part of a municipal or utility service.
- C. **Surface Supply:**
 1. Provide the name of any stream, lake, spring, etc, if identified.
 2. Type of water rights: Check appropriate box to indicate riparian or appropriation.
 3. If a state permit or license has been granted, give identification number.

Part 5. COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

- A. Check the appropriate box if an environmental document was, or is going to be, prepared and circulated through State Clearinghouse (SCH) to comply with the requirements of CEQA.
 - If an environmental document has already been prepared and circulated through the SCH and there is an SCH number, please write this number in the appropriate blank following the box that is checked.
 - If an environmental document has not yet been circulated through the SCH and no SCH number has been assigned to the environmental document yet, please check the box for the type of environmental document that is anticipated to be prepared and circulated through the SCH and write N/A in the appropriate blank for "SCH#."
 - If the "ADDENDUM TO (Identify environmental document)" box is checked, please provide the type of environmental document that the addendum was prepared for along with the SCH number.

EXAMPLE ONLY:

If the environmental document is an environmental impact report (EIR), write "EIR" and include the dates that the EIR was circulated (i.e. from what date to what date). Also, please provide the SCH number for the EIR.
- B. If an environmental document was not, and is not planned to be, prepared because it is not required to comply with the requirements of CEQA, please provide the requested information by checking the appropriate box to indicate why an environmental document is not required for CEQA.

- If the "CATEGORICAL/STATUTORY EXEMPTION (CE/SE)" box is checked, please provide the CEQA Guidelines Section number and citation for the exemption.

EXAMPLE ONLY:

A class I categorical exemption from the requirements of CEQA might be cited in the case of a minor repair to an existing facility. Therefore, check the box that says "CATEGORICAL/STATUTORY EXEMPTION (CE/SE)" and write the following in the blank after the box: "CEQA Guidelines, Section 15301, Class I Categorical Exemption."

Part 6. LIST OF ATTACHMENTS (Fill in the date for each document checked)

A. Section A of Part 6 must be completed by all applicants regardless of the type of facility.

B. Section B of Part 6 is additional documents required by landfill applicants only.

- **Operating Liability Financial Mechanism:** The date the demonstration was last modified or renewed. For example, a Certificate of Insurance (CIWMB 07) has an "effective date" identified on the certificate. This date should be within the preceding twelve-month (annual renewal) period.
- **Financial Responsibility Documentation:** The financial mechanism will be a document, (i.e., letter of credit, surety bond, trust fund statement of value, enterprise fund value (balance) statement, etc.) identifying the current dollar value of the demonstration and the date of the stated value. The date should be within the preceding twelve-month (annual renewal) period.
- **Closure/Post Closure Maintenance Plan:** The closure and postclosure maintenance plans are those plans required by Sections 21780 and 21865 as appropriate.

Landfill Capacity Survey Results: For disposal sites permitted for more than 20 tons per day, a ground or aerial survey is to be prepared at least every five years or more frequently as determined by the enforcement agency. For disposal sites permitted for 20 tons per day or less, a ground or aerial survey must be prepared at least once every ten years. If not previously submitted, survey results must be included with this application. Survey results must be submitted as a CADD or vector graphics data file including at least two strata, i.e., 1) a stratum showing the base and finished ground surfaces, and 2) a stratum showing the existing and finished ground surfaces. For disposal sites where a change in permitted volume is proposed, a third stratum showing the base and proposed finished ground surfaces must be included. For each stratum the following information shall be included: site name, stratum name, surface1 name, surface2 name, volume calculation method (grid, composite, section), expansion (cut) factor, compaction (fill) factor, cut volume, fill volume and net volume. All volumes shall be reported in cubic yards. (Title 27, section 21570(f)(10)). If the base ground surface is uncertain, the operator is allowed to provide the best available information as a substitute for the actual as-built contours. If selecting this substitute method, the operator must provide an explanation of the basis for using the substitute base ground surface.

For the purposes of this section the following definitions apply:

- A. "base ground surface" - the best available excavation plan surface that existed prior to the placement of any waste;
- B. "CADD" -computer aided design and drafting;
- C. "compaction (fill) factor" - the factor used to correct for expected compaction of fill material; this factor should normally be unity (one); if the factor is not unity (one), an explanation must be provided for the basis of the volumetric correction;
- D. "cut volume" - for any stratum, the volume removed by a cut of a lower surface to achieve the upper surface;
- E. "existing ground surface" - the topography that exists at the time of the subject survey;
- F. "expansion (cut) factor" - the factor used to correct for expected expansion of a cut surface; this factor should normally be unity (one); if the factor is not unity (one), an explanation must be provided for the basis of the volumetric correction;
- G. "fill volume" - for any stratum, the volume bound between the upper and lower surfaces;
- H. "finished ground surface" - the final fill plan surface as shown in the approved closure plan for the disposal site;
- I. "net volume" - the fill volume less the cut volume;
- J. "site name" - the name of the disposal site for which the survey information is being submitted;
- K. "stratum (plural: strata)" - a particular volume of a solid waste landfill bound by specified upper and lower surfaces;
- L. "stratum name" - a descriptive name for the stratum for which volumetric information is being submitted, e.g., total volume including proposed expansion;
- M. "surface names" - names for the pair of surfaces that define a named stratum, e.g., base ground surface and proposed finished ground surface;

- N. "survey" -a comprehensive examination of the disposal site under the direction of registered civil engineer or licensed land surveyor for purposes of determining the topography of the base, existing and finished ground surfaces, and the volumes bound by those surfaces;
 - O. "vector graphics" - computer generated images comprised of lines and shapes of given origin, direction, thickness, color and other attributes;
 - P. "volume calculation method" - grid, composite, section or other method approved by the enforcement agency;
- C. Section C of Part 6 is additional documents required only if applicable for the type of facility to be covered under this application. Other: List any other document not included above, such as, if the operator is different from landowner, attach lease or franchise agreement documenting operator's interest in real property. Another example would be if there is a contract operator then a copy of the contract between the permitted operator and contract operator and etc.

Part 7. OWNER INFORMATION:

Type of Business: Specify if the business is a sole proprietorship, partnership, corporation, or government agency.

Owner of Land: The person(s) that owns, in whole or in part, the land on which the facility is located.

Address, City, State, Zip: Provide the address, city, state, and zip code for the facility owner(s).

SSN or Tax ID #: Provide the SSN or tax identification number for the land owner(s).

Telephone #, Contact Person, Fax #, and E-mail Address: Provide the telephone number, fax #, and e-mail address, and print the contact name.

Address Where Legal Notice May Be Served: Provide an address where legal notice may be served.

Part 8. OPERATOR INFORMATION:

Type of Business: Specify if the business is a sole proprietorship, partnership, corporation, or government agency.

Facility Operator: The person(s) to whom the approval to operate the facility is granted, and is responsible for the overall operation of the facility including but not limited to, complying with regulatory requirements, complying with all applicable federal, state, and local requirements, and the design, construction, and physical operation of the operating area, and control the activities at an facility.-

Address, City, State, Zip: Provide the address, city, state, and zip code for the facility operator(s).

SSN or Tax ID #: Provide the SSN or tax identification number for the operator(s).

Telephone #, Contact Person, Fax #, and E-mail Address: Provide the telephone number, fax #, and e-mail address, and print the contact name.

Address Where Legal Notice May Be Served: Provide an address where legal notice may be served.

Part 9. SIGNATURE BLOCK:

Signature (landowner or agent): The person(s) or their agent authorized to sign on behalf of the above owner.

Signature (facility operator or agent): The person(s) or their agent authorized to sign on behalf of the operator above.

Part 10. OTHER:

Attach additional sheets to explain any responses that need clarification.